

DEPARTMENT OF AGING

1600 K STREET
 SACRAMENTO, CA 95814-4020
 Internet Home Page: www.aging.ca.gov
 TDD Only 1-800-735-2929
 FAX Only (916) 327-2081

**PROGRAM MEMO**

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 05-01 (P)
SUBJECT: SFY 2005-06 Title V/Senior Community Service Employment Program (SCSEP) Planning Estimate	DATE ISSUED: 2/23/2005
REVISED	EXPIRES: 6/31/2005
REFERENCES: Older Worker Bulletin 97-26: SCSEP Cost Classification and Cost Categories	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: SFY 2005-06 Title V/SCSEP Planning Estimate	
INQUIRIES SHOULD BE DIRECTED TO: Your Title V/SCSEP Specialist	

This Program Memo transmits the Title V/Senior Community Service Employment Program (SCSEP) Planning Estimate (PE) for State Fiscal Year (SFY) 2005-06. This PE includes the total federal and State Funds for each Area Agency on Aging (AAA) based on prior year allocations. An amended PE will be prepared when the Department receives the actual federal grant from the U.S. Department of Labor.

Accurate Reporting of Costs in the Program/Other Section of the Title V/SCSEP Budget (CDA 35)

Clarification is provided to assist AAAs in the completion of Section C Operating Costs on page 4 of the Title V/SCSEP budget. All costs associated with functional areas or categories (e.g., Orientation, Assessment, Training, etc.), should be charged to the specific category to ensure the accurate reflection of expenses for activities performed. For example, the cost of "training" could include instructor salaries as well as related costs such as books, materials, supplies, rent, telephones, and utilities associated with instructional space.

In the "Other (List)" category, AAAs should only include additional costs not associated with any other line item specified in Section C.



Budget Due Date

Based on the attached allocations, original Title V/SCSEP Budgets should be e-mailed to your Fiscal Team Specialist as soon as possible, **but no later than 30 days from the date of this PM**. Submit the budget electronically to the Fiscal Team, using the Title V/SCSEP Fiscal mailboxes.

(Original Signed by Lora Connolly)

Lora Connolly
Acting Director

Attachments: (AAAs only)